



KING COUNTY
BUSINESS FINANCE OFFICER IV
DEPARTMENT OF TRANSPORTATION
AIRPORT DIVISION
Annual Salary Range: \$66,474 – \$84,260
Job Announcement: 04SB4687
OPEN: 4/6/05 CLOSE: 6/3/05

WHO MAY APPLY: This position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: Recruitment Officer, 201 S. Jackson Street, MS KSC-TR-0313, Seattle, WA 98104. Contact 296-7453 for further inquiries.

FORMS AND MATERIALS REQUIRED: (a) [King County Application](#); (b) resume; (c) cover letter **detailing** how to meet or exceed the required knowledge, skills, and abilities of the position as well as your experience as it relates to the primary job functions; and (d) a minimum of three (3) names and phone numbers of current and most recent supervisors.

WORK LOCATION: King County International Airport/Boeing Field, 7233 Perimeter Road, Seattle, WA 98108.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This is a 40-hour per week position and the hours of the work unit are 8:00 a.m. to 5:00 p.m., Monday through Friday.

PRIMARY JOB FUNCTIONS: Serves as key business and financial adviser to Airport Division, overseeing the development, implementation and monitoring of budget and other revenue generating systems and administering financial programs and systems and serves as the Division Human Resources liaison. Specific duties and responsibilities include:

- Act as the chief financial officer and liaison for the division in the areas of financial systems, process and projects including financial, cost and budgetary accounting for operating fund, CIP and special purpose funds and fixed assets; cash management and cash flow analysis and projections; labor distribution; grants financial administration; billing and reporting; internal and external financial and project reporting; auditing; accounts receivable and payable; inventory; purchasing; contracting; and revenue and expenditure analysis.
- Participate as a management team member of the division.
- Participate as a management team member with the FAA.
- Oversee accounting and financial reporting systems.
- Manage the development, preparation and justification of division annual budget process.
- Develop and implement fiscal and automated financial reporting systems and methods to improve and enhance division services.
- Administer the internal review of budget expenditures and authorize expenditures and budget revisions. Develop corrective action plans and prepare supplemental appropriations and specific ordinances.
- Plan, develop and implement revenue collection and related cash management systems.

- Oversee long-range revenue forecasting including impact of business development and other revenue enhancements.
- Develop and prepare complex financial reports including analysis and policy recommendations.
- Serve as the Airport Division Human Resources Liaison and IT Liaison
- Evaluate program/resource allocations for consistency with division's policy base; recommend, formulate and implement new revised policies.
- Manage fiscal and administrative support staff include hiring/termination, assigning duties, providing training, and performance evaluation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in Accounting, Finance or Public Administration.
- 8+ years experience in Airport Administration and Finance.
- Demonstrated working knowledge of airport rates and charges methodology and grant assurances.
- Demonstrated working knowledge in airport property management and development.
- Experience in airport capital funding methodologies.
- Advanced knowledge of public and/or private sector budgeting, finance, managerial and financial accounting.
- Demonstrated knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards and techniques.
- Advanced knowledge of financial information systems.
- Advanced knowledge of financial analysis, budgeting, auditing and internal control techniques and principles.
- Advanced knowledge of project management techniques and principles.
- Advanced knowledge of automated financial information reporting systems.
- Analytical skills.
- Decision making skills.
- Skill in policy analysis and design.
- Skill in strategic planning.
- Skill in effectively working in a political environment.
- Ability to communicate effectively in writing in order to prepare reports, training materials and communications.
- Ability to communicate effective orally and make presentations.
- Ability to work effectively with others within the airport organization as well as tenants, federal regulatory and operational authorities.
- Ability to work independently and in a team environment.
- Ability to have predictable and reliable attendance.

DESIRED QUALIFICATIONS:

- Masters of Business Administration degree.
- Knowledge and/or experience working in an airport operations environment.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel to downtown Seattle.

CLASS CODE: 8164 SEQUENCE NUMBER: 1001